



## Fundraising Manager - Job Description

We are looking for an experienced fundraiser to drive the fundraising strategy at a pivotal point in Bramber Bakehouse's journey. Having built a modest but loyal supporter base, the next goal is to use fundraising insight and knowledge to drive a strategy that can fund future plans.

The successful applicant will have a thorough knowledge of fundraising activity including donor acquisition and retention, events, community fundraising, digital comms, grant-making and high value donors.

They'll work with the wider team to help communicate Bramber Bakehouse's activity and impact to potential donors and liaise with external contractors who assist in the areas of grant-making and digital marketing.

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**Title:** Fundraising Manager

**Location:** Remote worker (8 office days per month, located in Eastbourne)

**Hours:** 32 hours per week

**Salary:** £26,000 - £28,000 per annum, pro rata (depending on experience)

**Reporting to:** Charity Manager

*We offer flexible working and are open to discussing this, should your application be successful.*

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### **About Bramber Bakehouse**

Bramber Bakehouse provides a baking, wellbeing, and employability programme for women survivors of human trafficking, equipping and empowering them on their journey to restoration and recovery.

This is an exciting time to join us as we begin to support women across the South East, providing more and more opportunities to receive the life-changing skills needed to promote independence through education and/or employment.

We've raised over six figures in funding through the basic fundraising activity we've undertaken, with little experience or capacity to drive a more comprehensive fundraising strategy. There's significant potential for growth in fundraising income in the near future.

## **Key Responsibilities**

### **Fundraising Strategy**

- To oversee all fundraising activities of Bramber Bakehouse
- Develop a fundraising strategy in line with targets set by the board of trustee
- Develop new fundraising products, campaigns and events and bring them to market
- Identify new fundraising opportunities and raise awareness of the organisation's work
- Manage the fundraising plan and schedule
- Report on fundraising activities and progress on a regular basis

### **Fundraising Implementation**

- Develop and organise fundraising campaigns around key themes and dates (e.g. Christmas campaign)
- Undertake research on prospective corporate, major, trust and public donors
- Plan and run fundraising events
- Identify relevant grant-making trusts and work with an external grant-writer on applications
- Research and write case studies on the impact of the organisation's work
- Work with the team to create effective fundraising messages for digital marketing
- Create a supporter journey for new and existing donors
- Liaise with external contractors and stakeholders where required
- Manage donor records on a fundraising database

### **Other responsibilities**

- Where necessary and appropriate attend Bramber Bakehouse workshops, located in East Sussex.
- 8 days a month at the Bramber Bakehouse office located in Eastbourne

## **Personal Specification**

### **Essential experience and skills**

- 3+ years' experience in fundraising
- Experience of project management

### **Desirable experience and skills**

- Experience of managing high value donors and corporate sponsors
- Experience of digital marketing and communications
- A degree or qualification in a relevant subject

### **Person attributes**

- Committed to Bramber Bakehouses' values and mission;
- Broadly in sympathy with the aims and ethos of the charity;
- Excellent written and spoken communication skills
- Able to work collaboratively;
- Great communication skills;

*All roles require a DBS check and mandatory safeguarding training prior to the role commencing.*

**How to apply for this role**

To apply for this role, please complete our short online application form at [www.bramberbakehouse.co.uk/vacancies](http://www.bramberbakehouse.co.uk/vacancies)

**Applications close on Tuesday 14th December 2021.**

If you have any questions about this role or the appointment process, need additional information or wish to have an informal and confidential discussion, please email [lucy@bramberbakehouse.co.uk](mailto:lucy@bramberbakehouse.co.uk)